



Data Analyst I

Job Description

Department: Assessor
Position: Career Service
Grade: 509
Supervisory: No
Reports to: Commercial Manager, Residential Manager or Chief Deputy Assessor

Summary

Under close supervision of a Commercial Manager, Residential Manager, or Chief Deputy assessor, is responsible for creating and maintaining valuation models, maintaining a valid property inventory, and complying with sales ratio mandates.

Essential Functions

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

1. Extract valuation variables from the CAMA system.
2. Prepare, format, validate and maintain sales information for sales ratio studies and market modeling applications.
3. Provide time adjustment calculations for sale information.
4. Assist in identifying properties for property characteristic field reviews.
5. Develop property valuation models using multiple regression analysis and similar statistical tools.
6. Assist in implementing comparison selection criteria for property valuation.
7. Utilize Geographic Information System software applications for property valuation analysis.
8. Work closely with and coordinate activities with staff Appraisal Supervisors.
9. Prepare supporting documentation of statistical models.
10. Prepare sales ratio reports.

Knowledge, Skills, and Abilities

- Knowledge of statistical analysis techniques
- Knowledge of building trades and construction terminology
- Skilled in the utilization of statistical applications
- Skilled in comparing and analyzing data
- Ability to maintain cooperative relationships with those contacted in the course of work activities

For Office Use Only

Job Code: 3107

Job Title: Data Analyst I

FLSA: Non-Exempt

Effective Date: 7/9/2019

Public Safety: No

Worker's Compensation: Clerical

Background Level: I

Safety Sensitive: No

DOT: No

ML: Individual Contributor

- Ability to identify and classify neighborhoods and neighborhood groups
- Ability to communicate effectively verbally and in writing
- Ability to multi-task and complete work within deadlines

Supervisory Responsibility

This position has no direct supervisory responsibility but does serve as a coach and mentor for other positions in the department.

Work Environment

This job operates in a professional office environment, but field checks are performed periodically and may require sustained periods of work outdoors including in hot, cold, or inclement weather. Work may expose the incumbent to high stress situations including contact with the public and others in confrontational, emotionally charged, or uncomfortable circumstances. This role routinely uses standard office equipment such as a laptop, desktop, smartphone, photocopiers, shredders, and filing cabinets. The noise level in the work environment is usually moderate.

Physical Demands

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

While performing the duties of this job, the employee is required to use manual dexterity to handle, feel, and operate objects, tools and controls, and reach with hands and arms. This employee is frequently required to stand, talk, and hear. Specific vision abilities by this job include close vision and ability to adjust focus. The employee is required to type, file and lift or move supplies up to twenty (20) pounds. The employee occasionally drives a motor vehicle.

Position Type/ Expected Hours of Work

Incumbent must work forty (40) hours each week to maintain full-time status. There may be availability to work out a flex schedule ahead of time that works for both the County and the employee. Occasional evening and weekend work may be required as job duties demand.

Travel

Travel is primarily local during the business day, although some out-of-area and overnight travel may be expected, up to ten (10) percent.

Required Education and Experience

1. Bachelor's degree including coursework in statistics, mathematics, economics, geographic information systems or similar fields of study.

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Preferred Education and Experience

1. Three (3) years of work experience in real estate, building construction, appraisal, or a related field.
2. Preference may be given to applicants with course work in statistics and advanced math.

Additional Eligibility Qualifications

1. Incumbents must attain designation as a Licensed or Certified Residential Appraiser with the Utah Department of Real Estate within three (3) years of employment
2. Incumbents must attain designation as an Ad Valorem Residential Appraiser with the Utah State Tax Commission within three (3) years of employment
3. Applicants must possess a valid driver's license and obtain a valid State of Utah driver's license within sixty (60) days of employment.
4. Selected applicants will be required to submit to a pre-employment drug screen and background check.

Career Ladder Advancement

For promotion through career ladder advancement from a lower classification level of this series to a higher one, there must be funding in the budget and the employee must:

1. Possess the required licensure and certifications of the higher classification level.
2. Meet the education and experience requirements and the class characteristics of the higher classification level.
3. Receive written recommendation from the department head.
4. Receive approval from the Director – Human Resources.

AAP/EEO Statement

It is the policy of Utah County Government to assure equal employment opportunity to its employees and applicants for employment without regard to race, color, religion, national origin, disability, age, sex, sexual orientation, genetic status or gender identity.

Other Duties

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties, or responsibilities that are required of the employee of this job. Duties, responsibilities, and activities may change at any time.

Utah County Government is a drug-free workplace.

Below is to be completed after an offer has been extended and accepted.

Signatures

This job description has been approved by all levels of management:

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Manager _____

Department Head _____

Director – Human Resources _____

Employee signature below constitutes employee's understanding of the requirements, essential functions and duties of the position

Employee _____ Date _____

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